The Kenya National Examinations Council

POST SCHOOL EXAMINATIONS

TECHNICAL AND **BUSINESS** (**BTEP** & **BMGT**) EXAMINATIONS
USER MANUAL FOR CANDIDATES ONLINE REGISTRATION

FEBRUARY 2014

Table of Contents

1.0. ACCESSING THE E-REGISTRATION HOME PAGE 4

2.0. REGISTRATION OF INSTITUTIONAL CANDIDATES 6

2.1. INSTITUTIONAL CANDIDATES' REGISTRATION PROCESS 6

2.1.1. Creating Center/ Institution Account details 7

2.1.2. Changing user Account Details (Password change) 10

2.1.3. Institutional candidates' Log In 11

2.1.4. Institutional candidates' registration homepage 12

2.2. REGISTRATION OF CANDIDATES 13

2.2.1. Adding a regular candidate 13

2.2.2. Adding a repeater candidate 14

2.2.3. Editing candidate's registration details 15

2.2.4. Selecting OPTIONAL Papers 16

2.2.5. Generate registration reports 17

2.3. UPLOADING CANDIDATES PHOTOS 18

1.1.1. Photo upload process 19

1.1.2. Photo Album generation 19

2.4. STATISTICS OF REGISTERED CANDIDATES 20

2.5. FEE PAYMENTS FOR REGISTERED CANDIDATES 20

2.0. COURSEWORK MARKS CAPTURING 23

3.0. CENTRE RESULTS 23

Figure 1: Online Registration Link 4

Figure 2: Online Registration Home Page 4

Figure 3: Access Post School Examinations Circulars 5

Figure 4: Technical Examinations Online Registration Home Page 7

Figure 5: Creating Account details for registration 8

Figure 6: Submit Centre Account details 9

Figure 7: Opening email to access username and Password 9

Figure 8: Changing Password- Manage use Account 10

Figure 9: Log into the online registration system 11

Figure 10: Registering candidates online 12

Figure 11: Regular Candidate registration platform 13

Figure 12: Adding a Repeater candidate. 15

Figure 13: Editing registration details 16

Figure 14: Selection process to register an Optional Paper 16

Figure 15: Sample Report- Candidates with Errors 17

Figure 16: Registered Candidates 17

Figure 17: How to print or export and save reports 18

Figure 18: Browsing, Uploading and saving a photo 19

Figure 19: Registration Statistics 20

Figure 20: Fee Payment per candidate 21

Figure 21: Centre pay bill summary 21

Figure 22: Printing Payment Invoice 22

Figure 23: Grade books & Centre results Links 23

1.0. ACCESSING THE E-REGISTRATION HOME PAGE

Enter the URL *registration.knec.ac.ke/online-tech/* on the address bar of any browser as shown below.

Recommended browsers:

1. **Internet Explorer**
2. **Mozilla**
3. **Chrome**

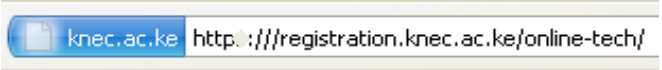


Figure 1: Online Registration Link

The following Home Page will appear showing the links labeled 1-4. See the explanation below.

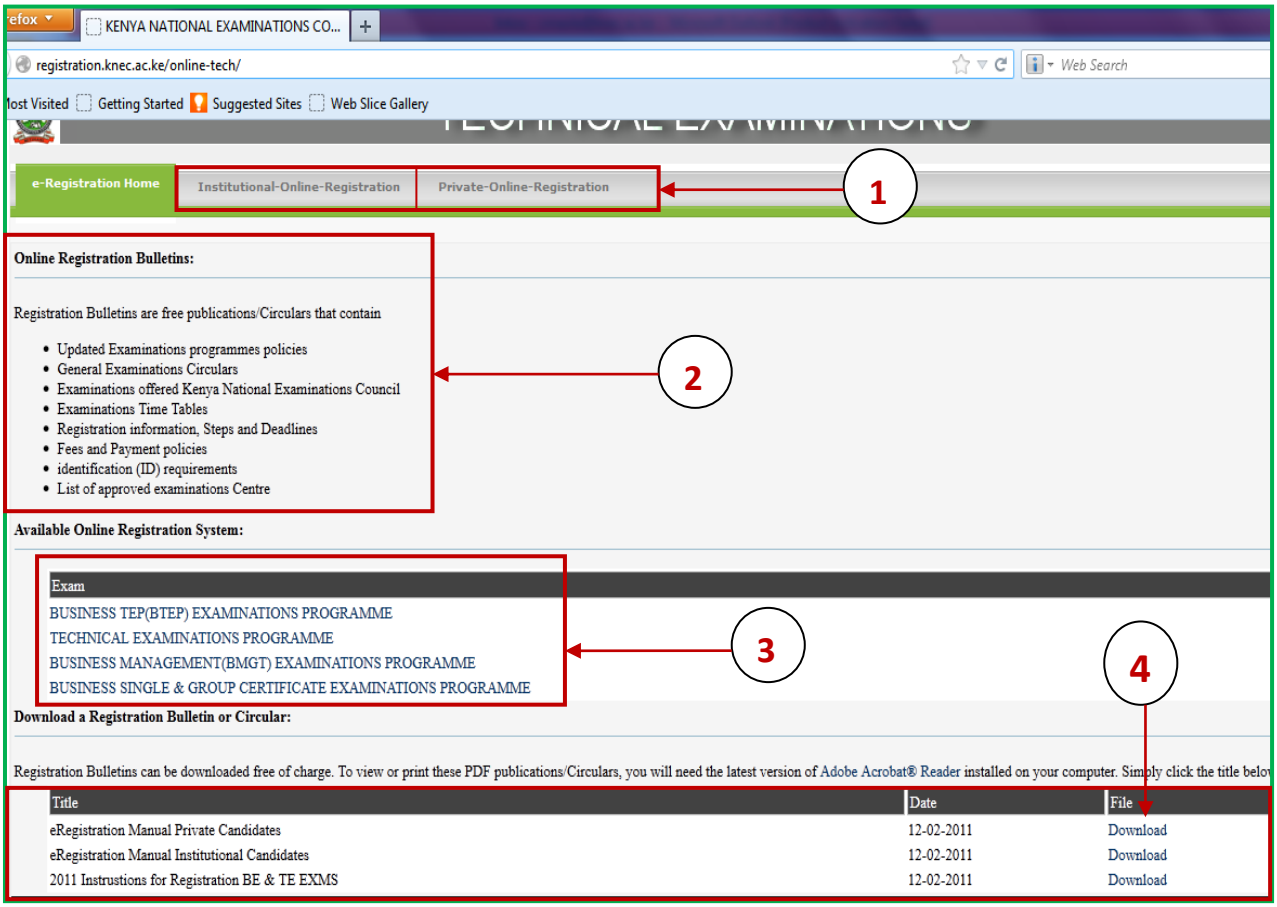


Figure 2: Online Registration Home Page

From Figure 2 above, the following links lead the user to perform the required online registration tasks.

- **(1) Institutional Online Registration** and the **Private Online Registration,**
- **(2)** Online **Registration circulars** and
- **(3)** Links to other post school examinations as listed below;

BUSINESS TEP(BTEP) EXAMINATIONS PROGRAMME http://registration.knec.ac.ke/online-btep/
TECHNICAL EXAMINATIONS PROGRAMME http://registration.knec.ac.ke/online-tech/
BUSINESS MANAGEMENT(BMGT) EXAMINATIONS PROGRAMME http://registration.knec.ac.ke/online-bmgt/
BUSINESS SINGLE & GROUP CERTIFICATE EXAMINATIONS PROGRAMME http://registration.knec.ac.ke/online-bzns/

- **(4) Materials for downloading** to guide in the registration process especially the **user manuals** which include;
  - Institutional Candidates online registration for Technical and Business (BTEP & BMGT)
  - Institutional Candidates online registration for Business single and group certificate - BZNS
  - Private Candidate's online registration for Business and Technical Examinations.
- Other examination circulars within the home page will be generated by clicking Registration Circulars link below. These are instructions/ guidelines on post school examinations.

TECHNICAL EXAMINATIONS
e-Registration Home
Institutional-Online-Registration
Private-Online-Registration
Online Registration:
Registration Circulars Link
Online registration is available 24 hours a day, 7 days a week during the established registration period(s) for your examinations programme.
Before you register your candidates, see Registration Circulars (PDF) to find out which examinations are being offered on specific dates.
Download the Registration Quick Start Guide (PDF) for step-by step instructions on how to register your Candidates.
Online Registration System New Users
Online Registration System Existing Users

Figure 3: Access Post School Examinations Circulars

2.0. REGISTRATION OF INSTITUTIONAL CANDIDATES

INSTITUTIONAL CANDIDATES are those that are seating for the Post School examinations in institutions recognized by the Kenya national examinations council (KNEC). These institutions are either public or private.

2.1. INSTITUTIONAL CANDIDATES' REGISTRATION PROCESS

Click the Specific examination link as shown below to open the home page to start the registration process. **TECHNICAL EXAMINATIONS** is used for the purpose of demonstrating the registration process for both BTEP & BMGT. However, **BUSINESS BTEP** will be used to demonstrate the selection of **OPTIONAL** Papers i.e. **GERMANY & FRENCH** since one MUST SELECT ONE only.

REGISTRATION GUIDELINES in reference to figure 3 below.

1. Ensure you have opened the specific examinations. For instance, if you are registering technical examinations, the examinations MUST be displayed correctly as shown in **(2),** see figure 3 (three) above. "**TECHNICAL EXAMINATIONS**"
2. Click the Institutional Online Registration link as highlighted in **(3)** below.
3. **Existing Institutions:** - For Institutions or colleges that have log in credentials, should proceed with registration by entering the correct username and password in **(4)** below.
4. Only correct details will allow successful log in else, **click forgot password link** for an automatic email feedback with the original password. If there is still an issue on passwords and other registration challenges, email to ictpse@knec.ac.ke for help. Users can also refer the email addresses that were used during the account creation to access their Passwords.
5. **TECHNICAL & BUSINESS – BTEP COURSES WITH OPTIONAL PAPERS** selection instructions MUST be followed to ensure candidates are registered for only one of the papers. The System allows selection of one paper by selecting OPTIONS A or B. Good examples are courses 2428 for TECHNICAL EXAMINATIONS PROGRAMME and 1918, 1919 & 2912 for BUSINESS TEP (BTEP) EXAMINATIONS PROGRAMME. Fees will also be charged for one paper.
6. **The SAME PASWORD Is used FOR ALL BUSINESS EXAMS (BTEP, BMGT, BZNS and CSAP).**

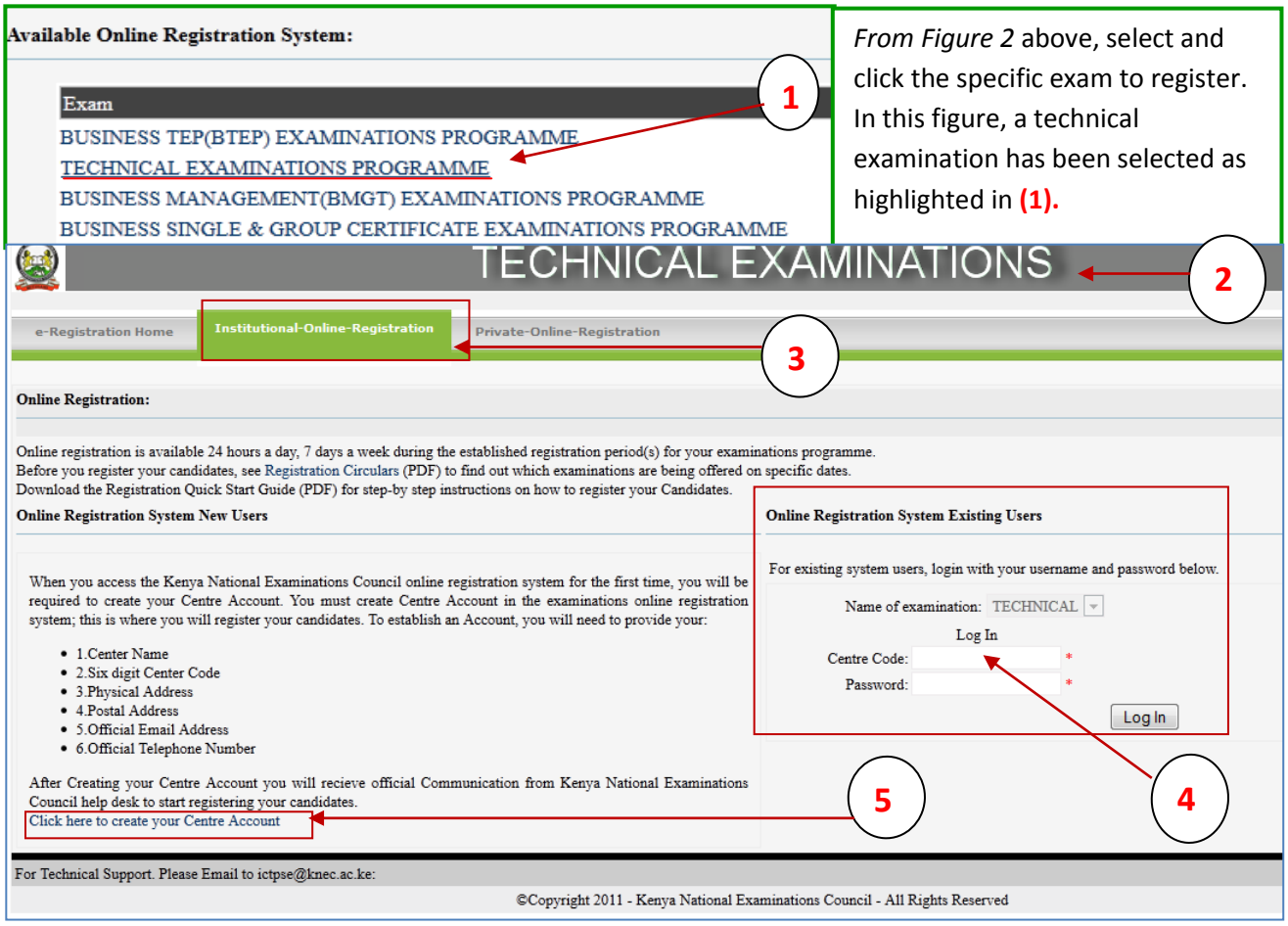

Available Online Registration System:
Exam
BUSINESS TEP(BTEP) EXAMINATIONS PROGRAMME
TECHNICAL EXAMINATIONS PROGRAMME
BUSINESS MANAGEMENT(BMGT) EXAMINATIONS PROGRAMME
BUSINESS SINGLE & GROUP CERTIFICATE EXAMINATIONS PROGRAMME
1
From Figure 2 above, select and click the specific exam to register. In this figure, a technical examination has been selected as highlighted in (1).
TECHNICAL EXAMINATIONS
2
e-Registration Home
Institutional-Online-Registration
Private-Online-Registration
3
Online Registration:
Online registration is available 24 hours a day, 7 days a week during the established registration period(s) for your examinations programme.
Before you register your candidates, see Registration Circulars (PDF) to find out which examinations are being offered on specific dates.
Download the Registration Quick Start Guide (PDF) for step-by step instructions on how to register your Candidates.
Online Registration System New Users
When you access the Kenya National Examinations Council online registration system for the first time, you will be required to create your Centre Account. You must create Centre Account in the examinations online registration system; this is where you will register your candidates. To establish an Account, you will need to provide your:
1.Center Name
2.Six digit Center Code
3.Physical Address
4.Postal Address
5.Official Email Address
6.Official Telephone Number
After Creating your Centre Account you will recieve official Communication from Kenya National Examinations Council help desk to start registering your candidates.
Click here to create your Centre Account
5
Online Registration System Existing Users
For existing system users, login with your username and password below.
Name of examination: TECHNICAL
Log In
Centre Code:
Password:
Log In
4
For Technical Support. Please Email to ictpse@knec.ac.ke:
©Copyright 2011 - Kenya National Examinations Council - All Rights Reserved

Figure 4: Technical Examinations Online Registration Home Page

2.1.1. Creating Center/ Institution Account details

New / Unregistered Institutions: - For New or Unregistered Institutions use the following steps to create the Centre profile and acquire valid log in credentials.

A. Click the link labeled **(5)** in figure three above which reads, **"Click here to create your Centre Account".**

B. A popup Menu will display as shown with the default examination in this case, it is Technical examination. To create a Centre account, the following information MUST be provided correctly. These include: **The Centre Code, Physical address, Postal address, Telephone & Email address**

C. **Enter the Centre Code:** - Enter a valid **Centre code** (six digit) recognized by KNEC.

D. Click the button "**get Centre name**" and the Centre name will be displayed against the appropriate label.

NB. If the Centre Name does not exist in the KNEC database, it will not be displayed and a message "*Centre does not exist*" shall be displayed.

The correct channel should be followed as indicated in the online circulars to register the missing Centre and hence proceed with the account registration process.

E. **Enter Physical address:-** Give the correct physical address for the institution

F. **Enter Postal address:-** Give the correct Postal address for the institution

G. **Enter Telephone: -** Give the correct Telephone Number.

H. **Enter Email address: -** Give the correct Email address for the institution. This is very crucial and it is the email where the account details, user name and password will be sent. Giving wrong email address or that which the user cannot open means that they cannot access the Centre username and password and therefore, they cannot proceed with registration.

Note the login details sent to your email address may sometimes be stored as SPAM and it is important to open the same to get the details. Any challenges MUST be emailed to ictpse@knec.ac.ke

I. After entering all the required information, click **submit button.**

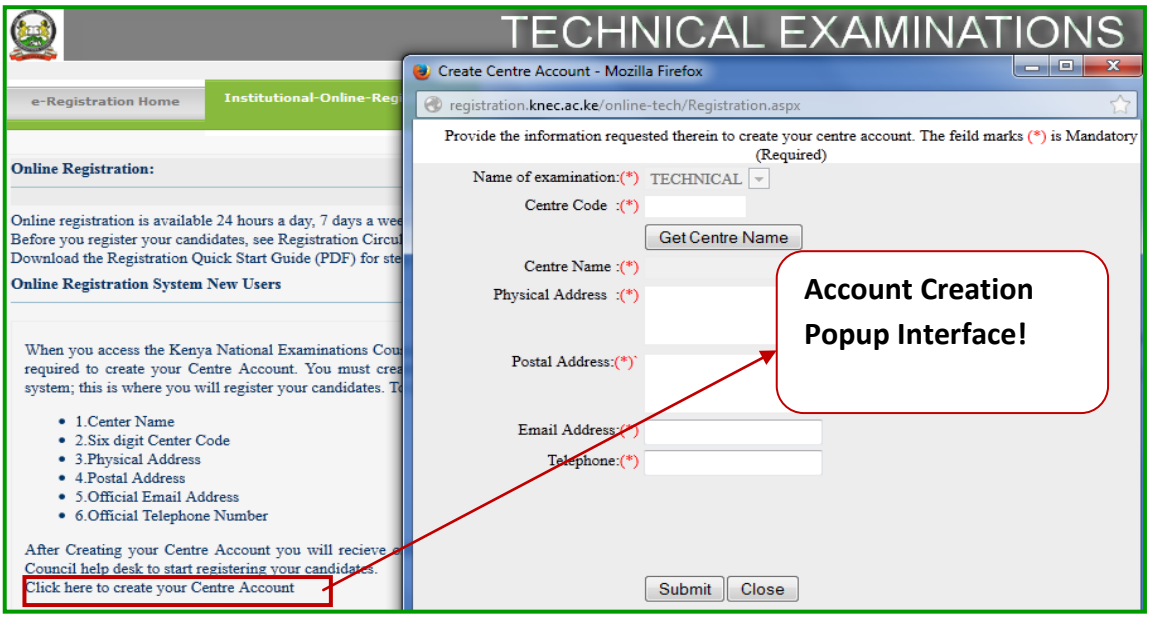

TECHNICAL EXAMINATIONS
e-Registration Home
Institutional-Online-Reg
Online Registration:
Online registration is available 24 hours a day, 7 days a wee
Before you register your candidates, see Registration Circul
Download the Registration Quick Start Guide (PDF) for ste
Online Registration System New Users
When you access the Kenya National Examinations Cou
required to create your Centre Account. You must crea
system; this is where you will register your candidates. T
1.Center Name
2.Six digit Center Code
3.Physical Address
4.Postal Address
5.Official Email Address
6.Official Telephone Number
After Creating your Centre Account you will recieve
Council help desk to start registering your candidates.
Click here to create your Centre Account
Create Centre Account - Mozilla Firefox
registration.knec.ac.ke/online-tech/Registration.aspx
Provide the information requested therein to create your centre account. The feild marks (*) is Mandatory
(Required)
Name of examination:(*) TECHNICAL
Centre Code :(*)
Get Centre Name
Centre Name :(*)
Physical Address :(*)
Postal Address:(*)
Email Address:(*)
Telephone:(*)
Submit
Close
Account Creation
Popup Interface!

Figure 5: Creating Account details for registration

Figure 5 displays the process and feedback in creating Centre Account details for;

1. A Centre that does not exist in the KNEC database **(1)**
2. Centre that is already existing **(2)**
3. Creation of a Centre Account and a successful submission.

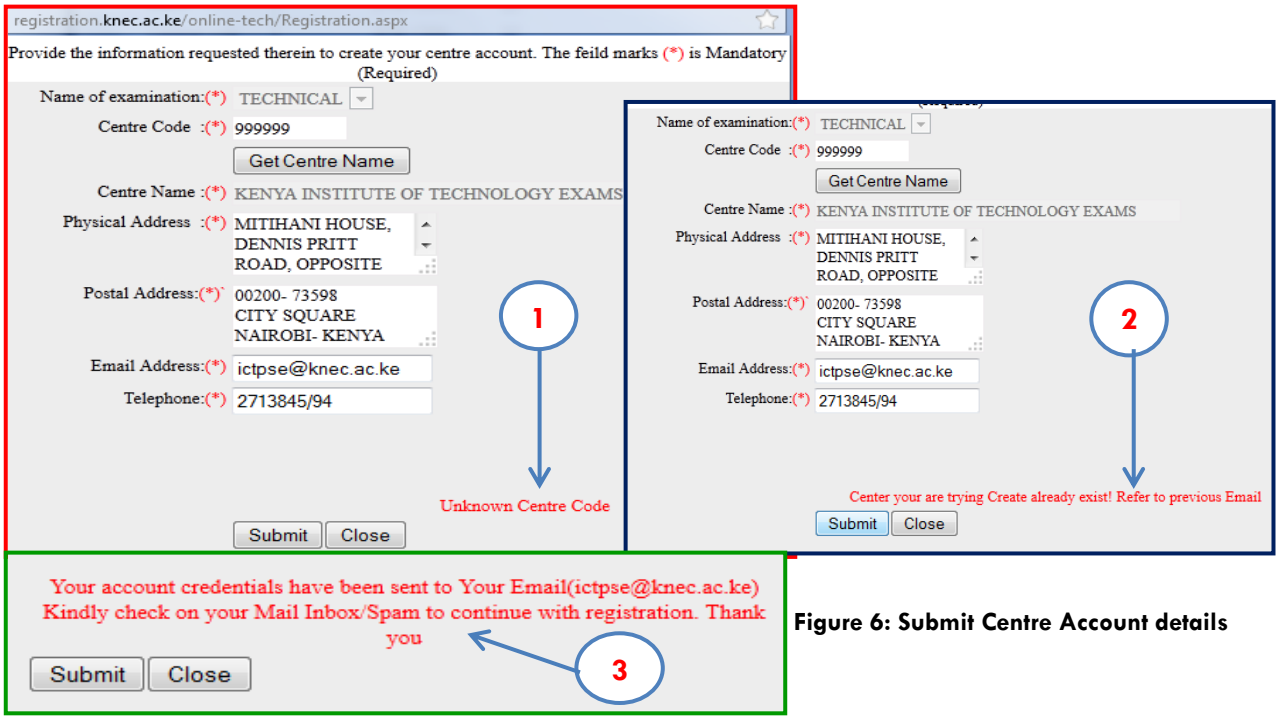

registration.knec.ac.ke/online-tech/Registration.aspx
Provide the information requested therein to create your centre account. The feild marks (*) is Mandatory
(Required)
Name of examination:(*) TECHNICAL
Centre Code :(*) 999999
Get Centre Name
Centre Name :(*) KENYA INSTITUTE OF TECHNOLOGY EXAMS
Physical Address :(*) MITIHANI HOUSE, DENNIS PRITT ROAD, OPPOSITE
Postal Address:(*) 00200- 73598 CITY SQUARE NAIROBI- KENYA
Email Address:(*) ictpse@knec.ac.ke
Telephone:(*) 2713845/94
1
Unknown Centre Code
Submit
Close
Name of examination:(*) TECHNICAL
Centre Code :(*) 999999
Get Centre Name
Centre Name :(*) KENYA INSTITUTE OF TECHNOLOGY EXAMS
Physical Address :(*) MITIHANI HOUSE, DENNIS PRITT ROAD, OPPOSITE
Postal Address:(*) 00200- 73598 CITY SQUARE NAIROBI- KENYA
Email Address:(*) ictpse@knec.ac.ke
Telephone:(*) 2713845/94
2
Center your are trying Create already exist! Refer to previous Email
Submit
Close
Your account credentials have been sent to Your Email(ictpse@knec.ac.ke)
Kindly check on your Mail Inbox/Spam to continue with registration. Thank you
Submit
Close
3

Figure 6: Submit Centre Account details

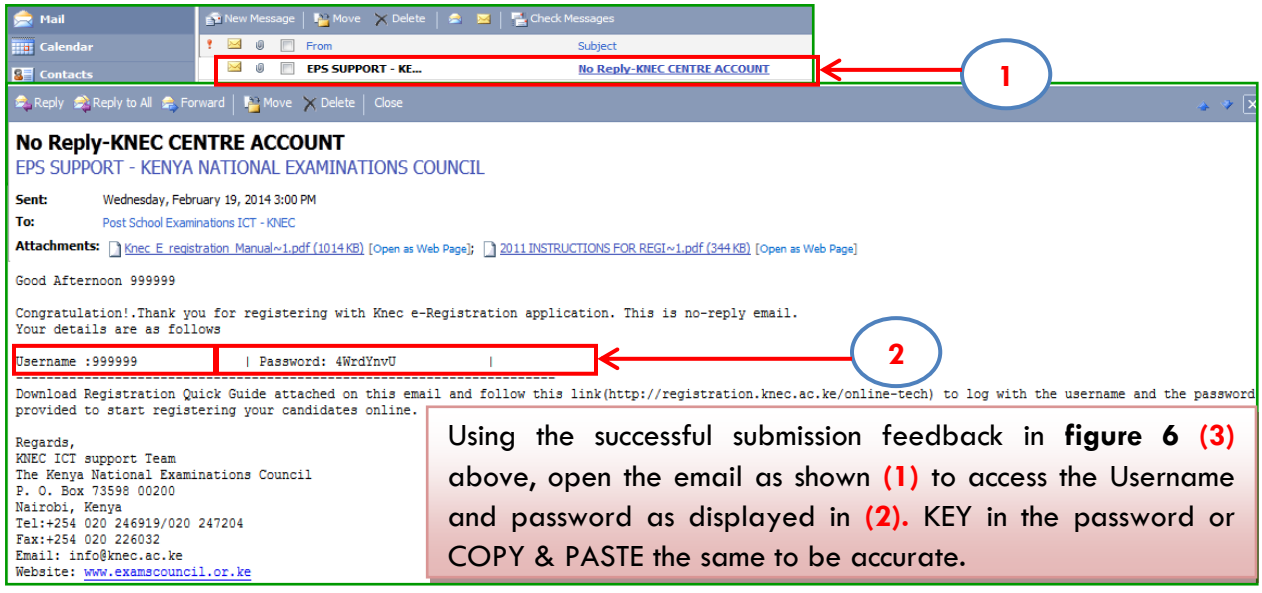

Mail
Calendar
Contacts
New Message
Move
Delete
Check Messages
From
Subject
EPS SUPPORT - KE...
No Reply-KNEC CENTRE ACCOUNT
1
Reply
Reply to All
Forward
Move
Delete
Close
No Reply-KNEC CENTRE ACCOUNT
EPS SUPPORT - KENYA NATIONAL EXAMINATIONS COUNCIL
Sent: Wednesday, February 19, 2014 3:00 PM
To: Post School Examinations ICT - KNEC
Attachments: Knec_E_registration_Manual~1.pdf (1014 KB) [Open as Web Page]; 2011 INSTRUCTIONS FOR REGI~1.pdf (344 KB) [Open as Web Page]
Good Afternoon 999999
Congratulation!.Thank you for registering with Knec e-Registration application. This is no-reply email.
Your details are as follows
Username :999999 | Password: 4WrdYnvU |
2
Download Registration Quick Guide attached on this email and follow this link(http://registration.knec.ac.ke/online-tech) to log with the username and the password provided to start registering your candidates online.
Regards,
KNEC ICT support Team
The Kenya National Examinations Council
P. O. Box 73598 00200
Nairobi, Kenya
Tel:+254 020 246919/020 247204
Fax:+254 020 226032
Email: info@knec.ac.ke
Website: www.examscouncil.or.ke
Using the successful submission feedback in figure 6 (3) above, open the email as shown (1) to access the Username and password as displayed in (2). KEY in the password or COPY & PASTE the same to be accurate.

Figure 7: Opening email to access username and Password

2.1.2. Changing user Account Details (Password change)

Passwords as indicated before are very confidential. It is therefore important to ensure that they are only known to the authorized users.

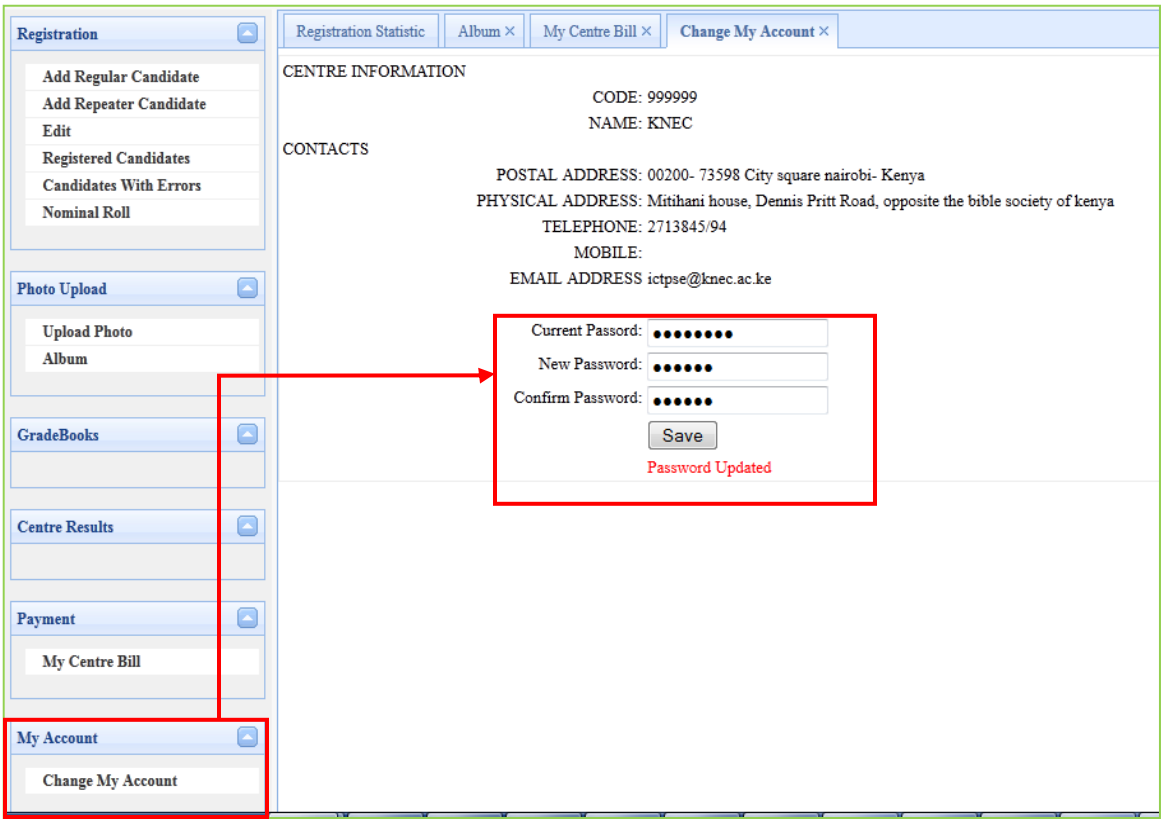


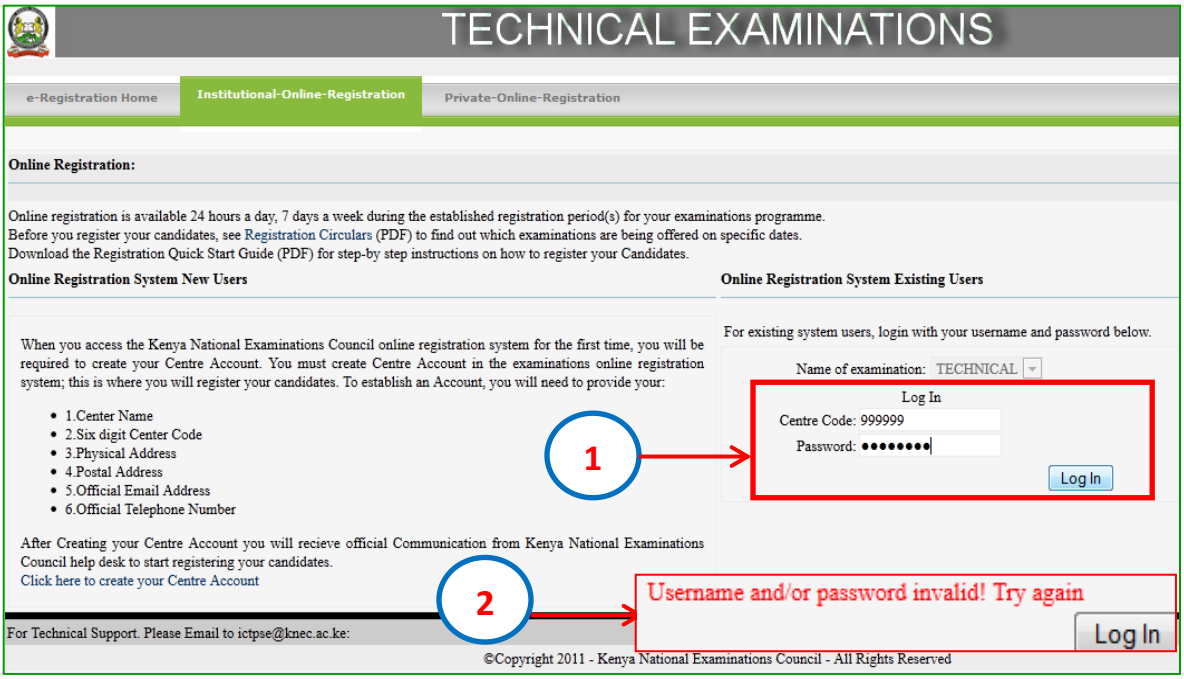
Figure 8: Changing Password- Manage use Account

STEPS:

1. Click **Change My Account** as shown in figure 7 above.
2. From the Interface after the link opens, **enter the current password** that you have been using (the one that was auto generated and sent to your email account).
3. **Enter the new password** respectively (the one that you will be using)
4. **Confirm the New password** and save the details. The password will be updated and sent to the email account and henceforth, use the new password to log into the online registration system from the selected examination.

2.1.3. Institutional candidates' Log In

Centres that have acquired a username and password can proceed to log into the online registration system and register their candidates. See the step by step process as explained below.


TECHNICAL EXAMINATIONS
e-Registration Home
Institutional-Online-Registration
Private-Online-Registration
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1.Center Name
2.Six digit Center Code
3.Physical Address
4.Postal Address
5.Official Email Address
6.Official Telephone Number
After Creating your Centre Account you will recieve official Communication from Kenya National Examinations Council help desk to start registering your candidates.
Click here to create your Centre Account
Online Registration System Existing Users
For existing system users, login with your username and password below.
Name of examination: TECHNICAL
Log In
Centre Code: 999999
Password:
Log In
1
2
Username and/or password invalid! Try again
Log In
For Technical Support. Please Email to ictpse@knec.ac.ke:
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Figure 9: Log into the online registration system

1. **Enter the correct username** (Centre code) and **Password** as received in your email address in **(1)** above. In most cases, it is wise to copy and paste the password if one is not very sure of the characters or symbols within the password.
2. Only correct details entered will allow access to the registration page. Giving incorrect details for instance, a wrong password will generate an error the message in **(2)** above "Username and/ password is invalid! Try again"
3. NB: Username and password are confidential and therefore, they should NOT be written down or disclosed to a third party. This is because disclosure may lead to unauthorized access to the system and hence allowing unauthorized actions in the system.
4. Always log off when you are done with a session during registration to ensure that unauthorized users do not continue with an open session in your absence.

2.1.4. Institutional candidates' registration homepage

Users who succeed in logging into the system shall encounter the main page for the actual registration of institutional candidates. This page has several functions which MUST be well understood before embarking on the process.

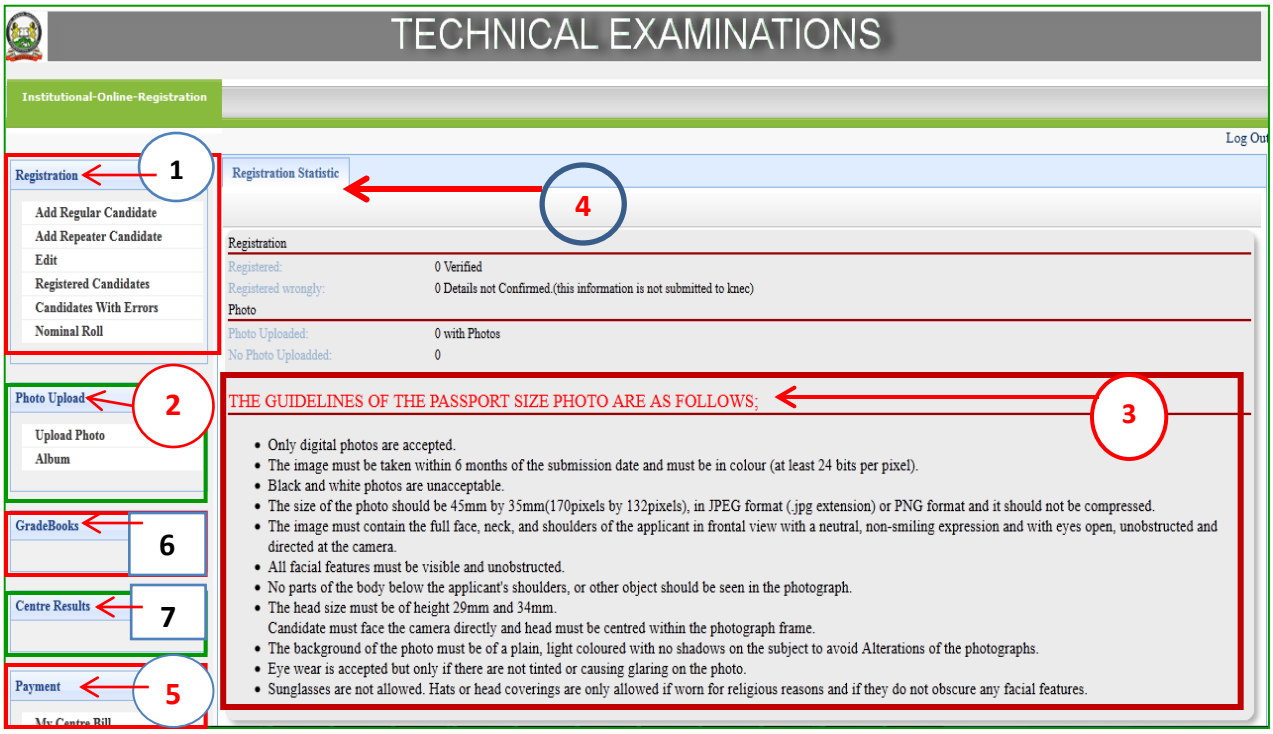
TECHNICAL EXAMINATIONS
Institutional-Online-Registration
Log Out
Registration
1
Add Regular Candidate
Add Repeater Candidate
Edit
Registered Candidates
Candidates With Errors
Nominal Roll
Photo Upload
2
Upload Photo
Album
GradeBooks
6
Centre Results
7
Payment
5
Registration Statistic
4
Registration
Registered:
0 Verified
Registered wrongly:
0 Details not Confirmed.(this information is not submitted to knec)
Photo
Photo Uploaded:
0 with Photos
No Photo Uploadded:
0
THE GUIDELINES OF THE PASSPORT SIZE PHOTO ARE AS FOLLOWS;
3
Only digital photos are accepted.
The image must be taken within 6 months of the submission date and must be in colour (at least 24 bits per pixel).
Black and white photos are unacceptable.
The size of the photo should be 45mm by 35mm(170pixels by 132pixels), in JPEG format (.jpg extension) or PNG format and it should not be compressed.
The image must contain the full face, neck, and shoulders of the applicant in frontal view with a neutral, non-smiling expression and with eyes open, unobstructed and directed at the camera.
All facial features must be visible and unobstructed.
No parts of the body below the applicant's shoulders, or other object should be seen in the photograph.
The head size must be of height 29mm and 34mm.
Candidate must face the camera directly and head must be centred within the photograph frame.
The background of the photo must be of a plain, light coloured with no shadows on the subject to avoid Alterations of the photographs.
Eye wear is accepted but only if there are not tinted or causing glaring on the photo.
Sunglasses are not allowed. Hats or head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.

Figure 10: Registering candidates online

The numbers indicated in **figure 10 above** represent a process in the registration of candidates online. Below is the narrative for each process. Some of the processes have sub- processes under them and this has also been captured to emphasize on what is expected from each.

Note that the sub- processes act as links and clicking on them leads the user to the respective interface or page for filling in the required information.

Some core processes are deactivated and cannot be accessed since this shall ONLY be enabled at the required time. For instance, Grade books and Centre Results will be activated during the capture of course work and project marks as well as downloading Centre results after release.

2.2. REGISTRATION OF CANDIDATES

The following activities take place in registering regular and repeater candidates.

- **Add Regular candidate: -** Click this link that will generate a registration page for regular candidates.
- **Add Repeater candidate: -** Click this link that will generate a registration page for repeater candidates within the regular institutions candidates.
- **Edit: -** Click the Edit button for making corrections on a wrongly entered detail. This is to ensure that candidate's details have been entered accurately.
- **Registered candidates: -** Click this link that will generate a registration report for the total registered candidates as well as their details.
- **Candidates with Errors: -** Click this link to generate a registration report for candidates with wrong information that include; name mismatch, wrong previous details etc.
- **Nominal roll: -** To generate the final report for printing, verification, making corrections, signing and submission after registration, click the nominal roll button.

2.2.1. Adding a regular candidate

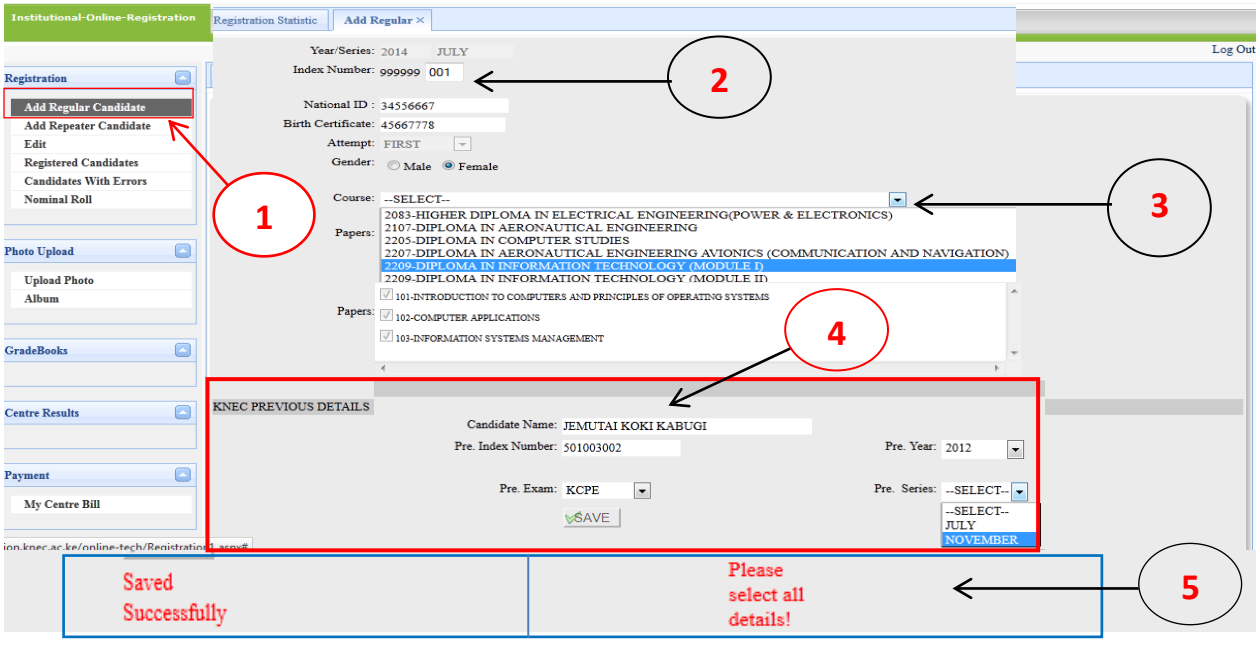

Figure 11: Regular Candidate registration platform

Using Figure 11 Above, the following STEPS MUST be followed

A. **(1)** Click Add Regular candidate

B. **(2)** The **Centre code** will be displayed automatically, ENTER ONLY the **Index Number** which is three digits. i.e. 001, 002…599>.last index. Enter the **National ID card** and **the birth certificate** number respectively. Since this is a regular candidate, it is assumed that it's the **first attempt** for a beginner and for those continuing, they have passed their previous module to attempt the next one. Select **Gender** which is either male or female.

C. **(3)** Select the course that the candidate is registering for. The maximum papers for the specific course will be populated automatically.

D. **(4)** Enter Candidate's name and their previous details correctly. These include the previous index number, year, examination and series. Saved details for submission.

E. **(5)** To submit candidate's details successfully, ensure all mandatory fields are filled and this shall give a feedback that they have been saved successfully. Else, a message "Please select all details" shall be displayed.

2.2.2. Adding a repeater candidate

Using Figure 12 Below, the following STEPS MUST be followed

A. **(1)** Click Add Repeater Candidate label. An interface will be opened to enter candidate's previous details as shown below.

B. **(2)** Enter the following information respectively guided by the labels previous Index Number, select the previous year, Exam and series.

C. **(3)** Click the Get Details button and the previous information will be generated if the entry was correct as shown in (2) above. However, most of the previous details will be disabled since they are already within the KNEC databases. The only **required details to be input are;** the Candidate index number (**NB:** *Institutional repeater index numbers start from* ***601-999*** *to differentiate them from regular candidates),* national ID and Birth certificate.

D. **(4)** Other details including the paper they are repeating (refer) will be generated automatically as shown in the figure below after verification from the KNEC database.

E. **(2)** Save the details by clicking save button. Successful submission will be displayed as in the figure below. Enter the next candidate till all the entries are made and submitted.

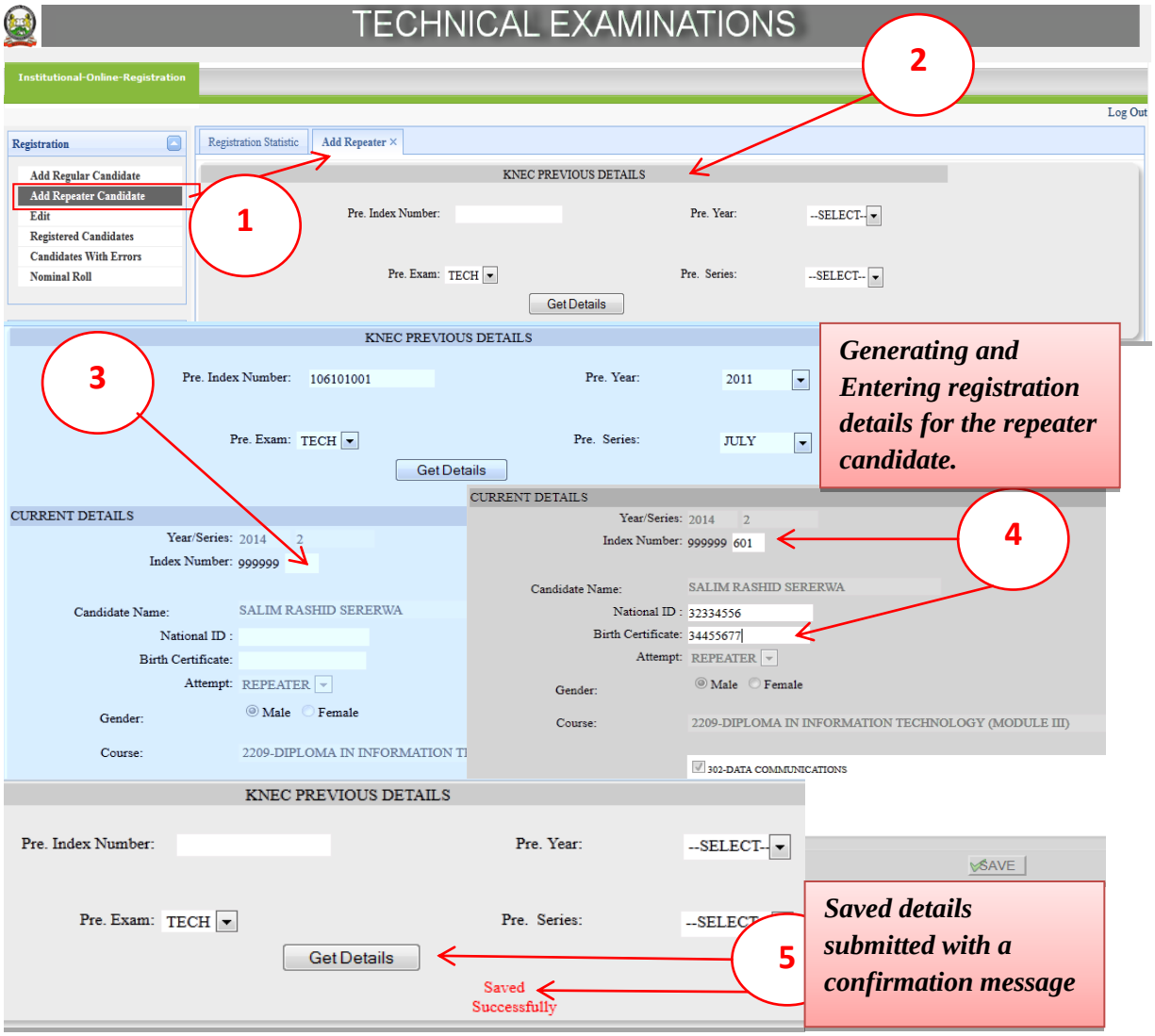

Figure 12: Adding a Repeater candidate.

2.2.3. Editing candidate's registration details

Candidate details entered wrongly can be edited by clicking the Edit button as shown in the figure below. Areas for editing will be enabled for corrections to be made.

Steps for editing the registration details as shown in figure 13 below are as follows;

A. (1) Click Edit button and input the Candidate index number (the three digits) since you are already logged in to the relevant Centre.

B. (2) Click the search button to generate the candidate's details and then make corrections.

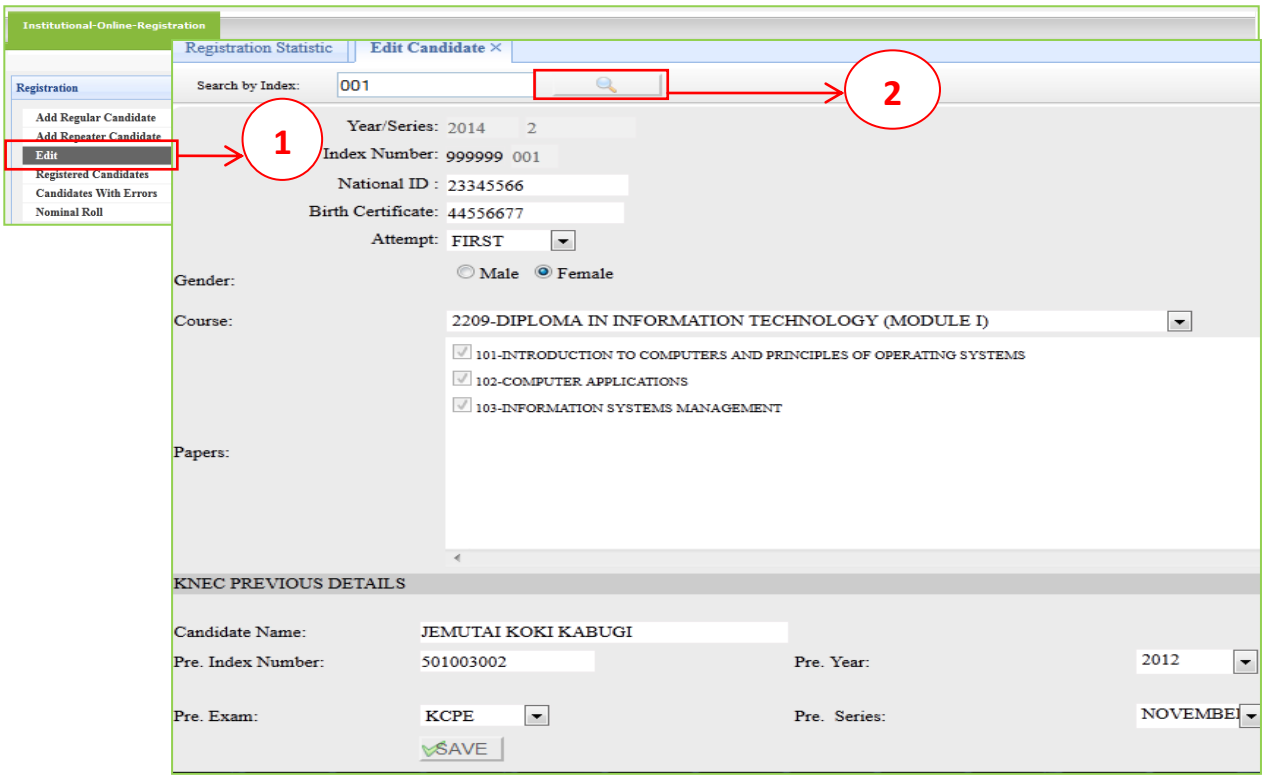

Figure 13: Editing registration details

2.2.4. Selecting OPTIONAL Papers

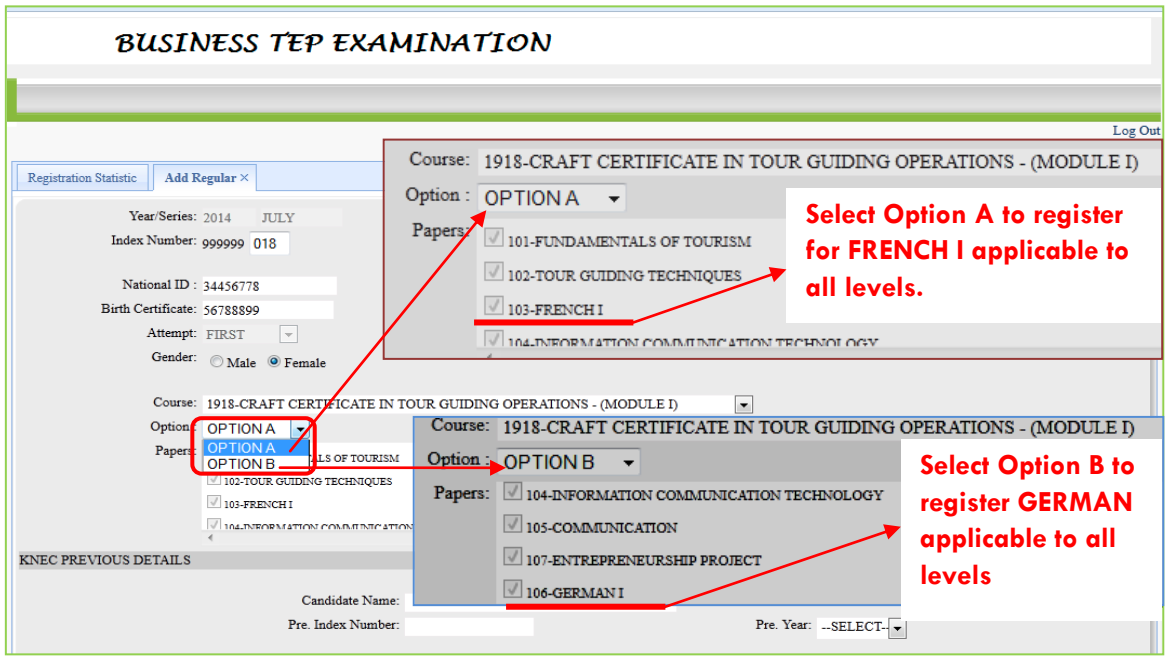

Figure 14: Selection process to register an Optional Paper

2.2.5. Generate registration reports

The following reports shall be generated by clicking the respective labels that direct the user to the report generation interface. They shall be downloaded and saved in soft copy where the user can access them any time or printed for verification, making corrections and submission to KNEC.

- Registered Candidates
- Candidates with Errors
- Centre Fee payment report
- Photo Album

Select the number of records or candidates to be displayed on the home page as shown in figure 14 below. NB: Verification of candidates with errors may take a day.

Sample Reports

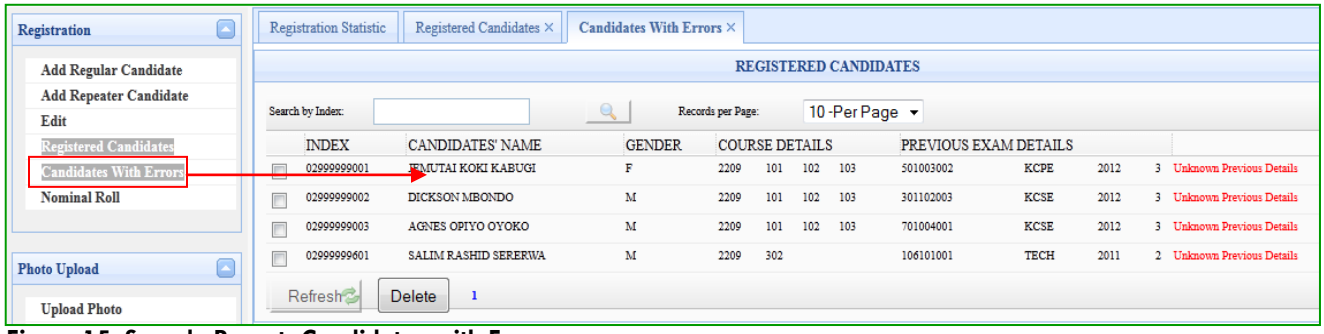
Registration
Add Regular Candidate
Add Repeater Candidate
Edit
Registered Candidates
Candidates With Errors
Nominal Roll
Photo Upload
Upload Photo
Registration Statistic
Registered Candidates ×
Candidates With Errors ×
REGISTERED CANDIDATES
Search by Index:
Records per Page:
10 -Per Page
INDEX
CANDIDATES' NAME
GENDER
COURSE DETAILS
PREVIOUS EXAM DETAILS
02999999001 JEMUTAI KOKI KABUGI F 2209 101 102 103 501003002 KCPE 2012 3 Unknown Previous Details
02999999002 DICKSON MBONDO M 2209 101 102 103 301102003 KCSE 2012 3 Unknown Previous Details
02999999003 AGNES OPIYO OYOKO M 2209 101 102 103 701004001 KCSE 2012 3 Unknown Previous Details
02999999601 SALIM RASHID SERERWA M 2209 302 106101001 TECH 2011 2 Unknown Previous Details
Refresh
Delete
1

Figure 15: Sample Report- Candidates with Errors

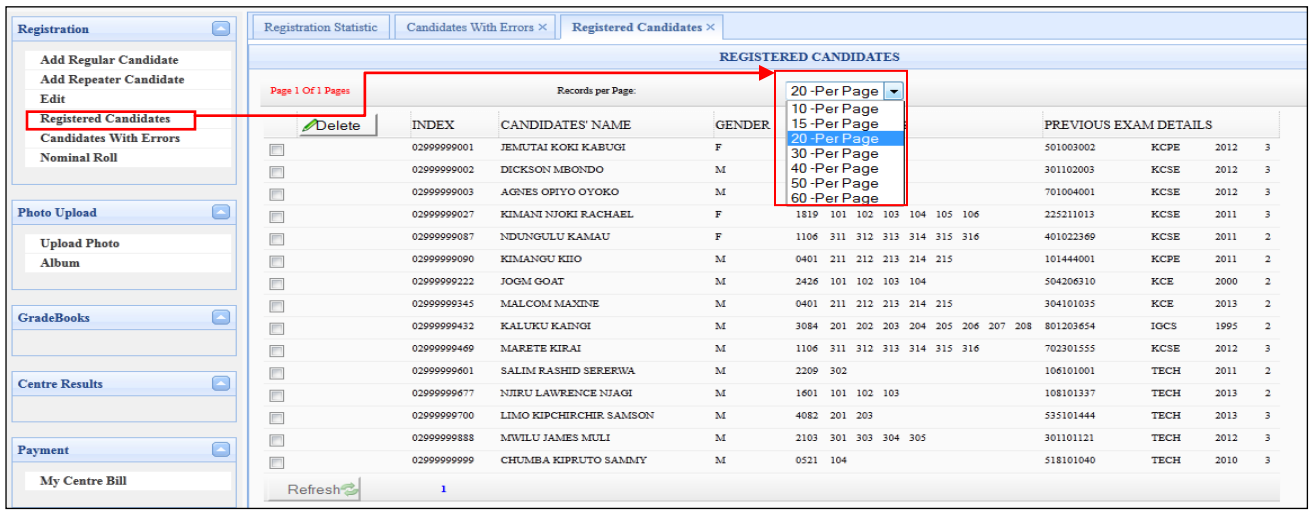

Figure 16: Registered Candidates

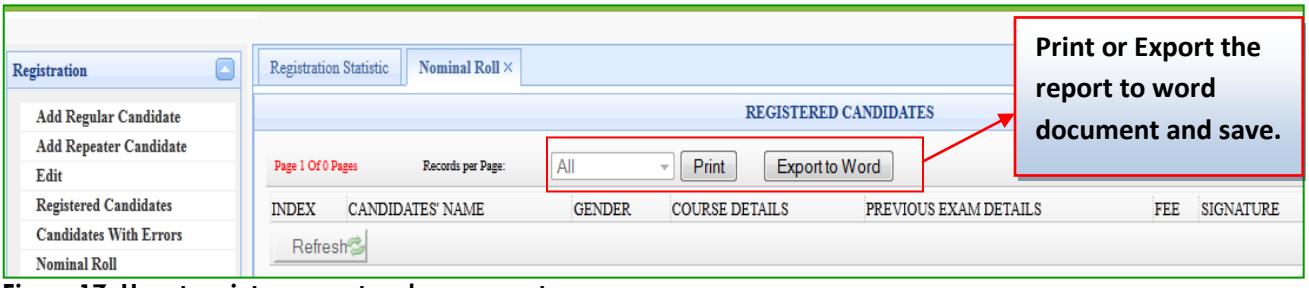

Figure 17: How to print or export and save reports

Click **Print Button** always to select the printer connected to the machine and print required reports.

2.3. UPLOADING CANDIDATES PHOTOS

The following guidelines MUST be read and understood to adhere to the passport photo requirements before uploading. Unsuccessful upload or poor quality photos will be rejected.

THE GUIDELINES OF THE PASSPORT SIZE PHOTO ARE AS FOLLOWS;

- *Only digital photos are accepted. The image must be taken within 6 months of the submission date and must be in color (at least 24 bits per pixel).*
- *Black and white photos are unacceptable.*
- *The size of the photo should be 45mm by 35mm (170pixels by 132pixels), in JPEG format (.jpg extension) or PNG format and it should not be compressed.*
- *The image must contain the full face, neck, and shoulders of the applicant in frontal view with a neutral, non-smiling expression and with eyes open, unobstructed and directed at the camera.*
- *All facial features must be visible and unobstructed.*
- *No parts of the body below the applicant's shoulders, or other object should be seen in the photograph.* ***The head size must be of height 29mm and 34mm.***
- *The Candidate must face the camera directly with the head centered within the photograph frame.*
- *The background of the photo must be of a plain, light coloured with no shadows on the subject to avoid Alterations of the photographs.*
- *Eye wear is accepted but only if they are not tinted or causing glaring on the photo.*
- *Sunglasses are not allowed. Hats or head coverings are only allowed if worn for religious reasons and if they do not obscure any facial features.*

2.3.1. Photo upload process

To Upload Photo: - Click **Upload Photo** link below to generate an interface for uploading candidate's photo. This enables the user to browse the photo from the folder storage. Click **SaveUpdate** button to successfully save the details.

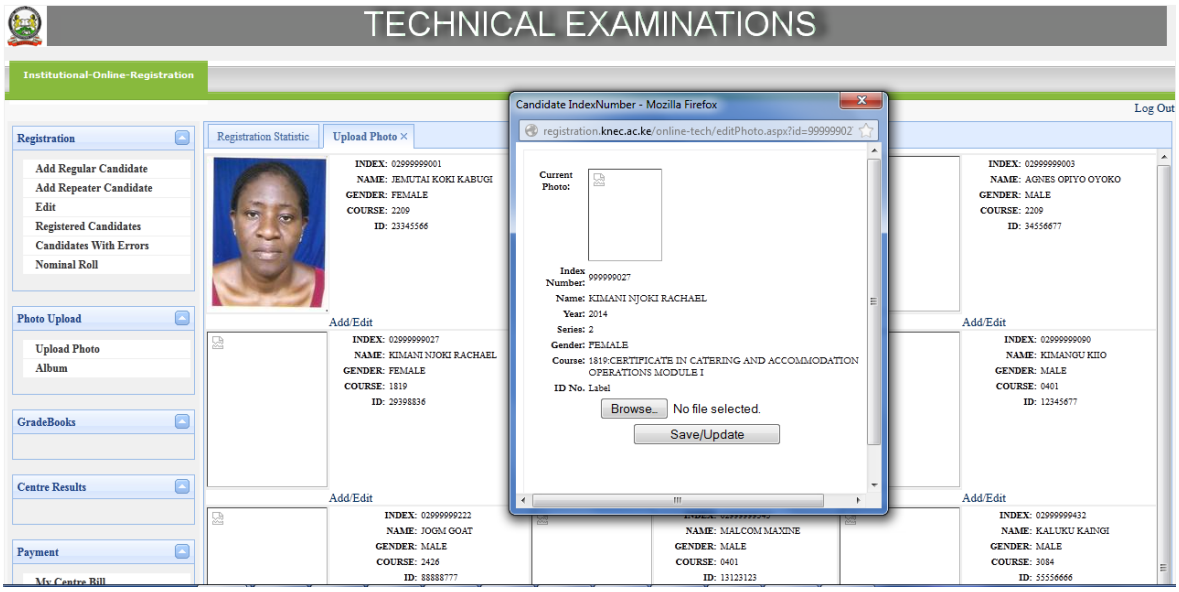

Figure 18: Browsing, Uploading and saving a photo

2.3.2. Photo Album generation

Album: - Click the photo Album link to generate and view the photos for the candidates who have been registered and their photos successfully uploaded. Editing of wrongly uploaded photos should be done to ensure accuracy and quality photos.

2.4. STATISTICS OF REGISTERED CANDIDATES

To generate the Centre or Candidates' registration details and photo album, click the registration statistics button to generate registration details and the photo upload progress or status. A summary of this information shall be generated for viewing to take corrective measures if need arises.

For instance, if one expected 25 candidates and the record shows 23, they shall establish missing index numbers and insert them as well as those registered wrongly to be corrected.

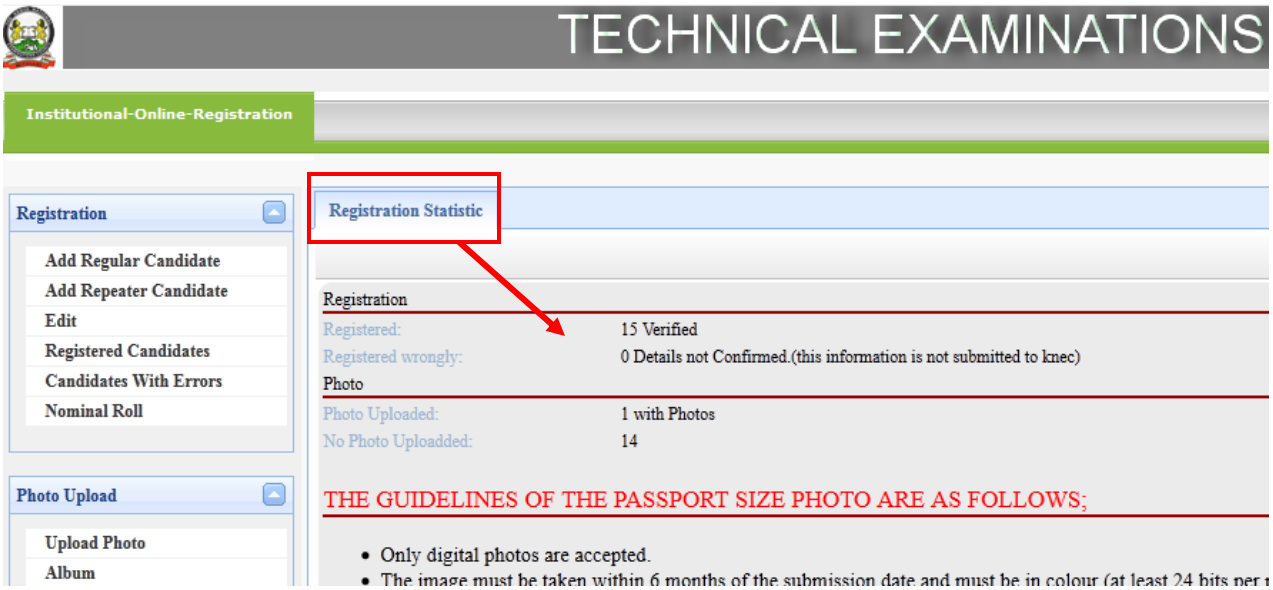

Figure 19: Registration Statistics

In figure 14 above, the statistics indicate; 15 registered and verified candidates with NONE registered wrongly. Therefore, all register candidates in this Centre have the correct registration details. It also indicates that only one photo has been uploaded and therefore, the remaining 14 candidates' photos should be uploaded too.

2.5. FEE PAYMENTS FOR REGISTERED CANDIDATES

Registration fees MUST be paid to successfully complete the registration of candidates. This fee is based on each examination, course and per paper. These details are given as a summary of the total fee payable for each candidate and also, the total sum for the examination Centre **(Centre Bill)** or institution.

A. **Registered Candidates' Fee bill: -** Click the Nominal roll button to generate the amount payable for each candidate.

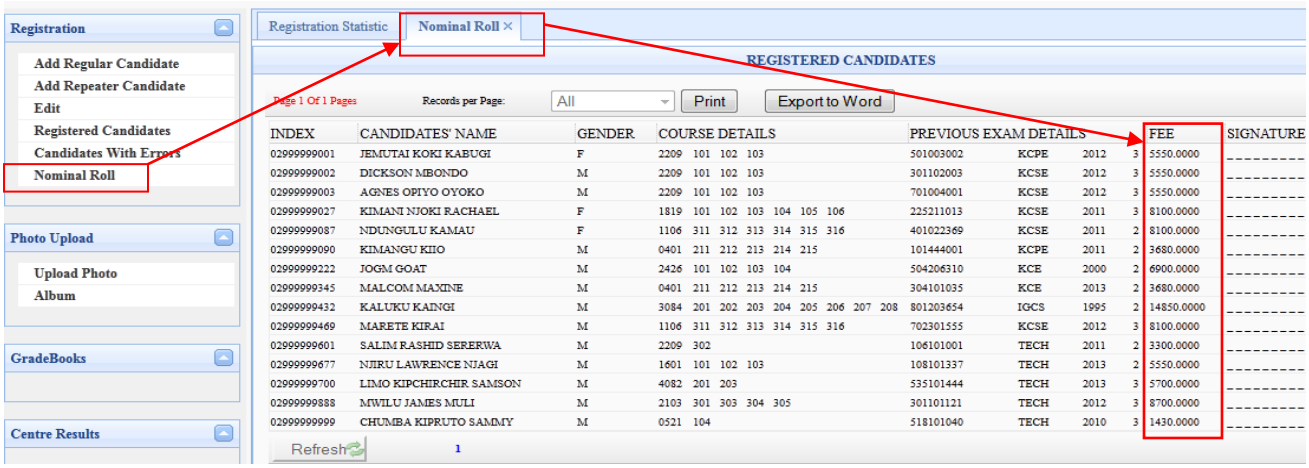

Figure 20: Fee Payment per candidate

B. **Centre Fee bill: -** Click the Centre Bill button to generate the amount payable for Centre. A summary of the different courses the candidates have registered for as well as the total number of candidates for each course is displayed as shown in figure 16 below.

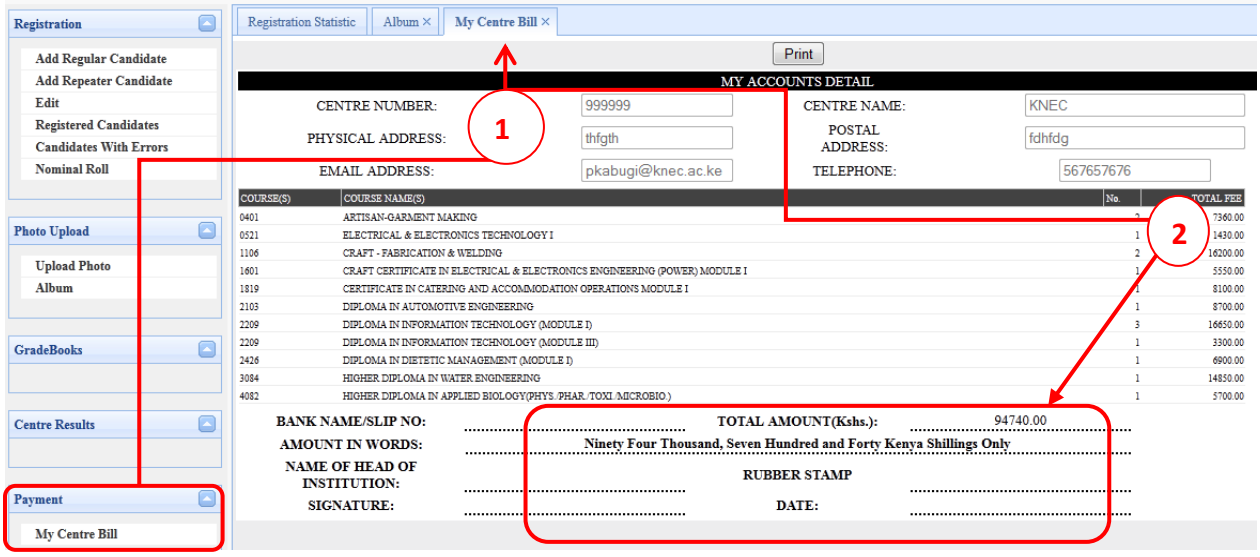

Figure 21: Centre pay bill summary

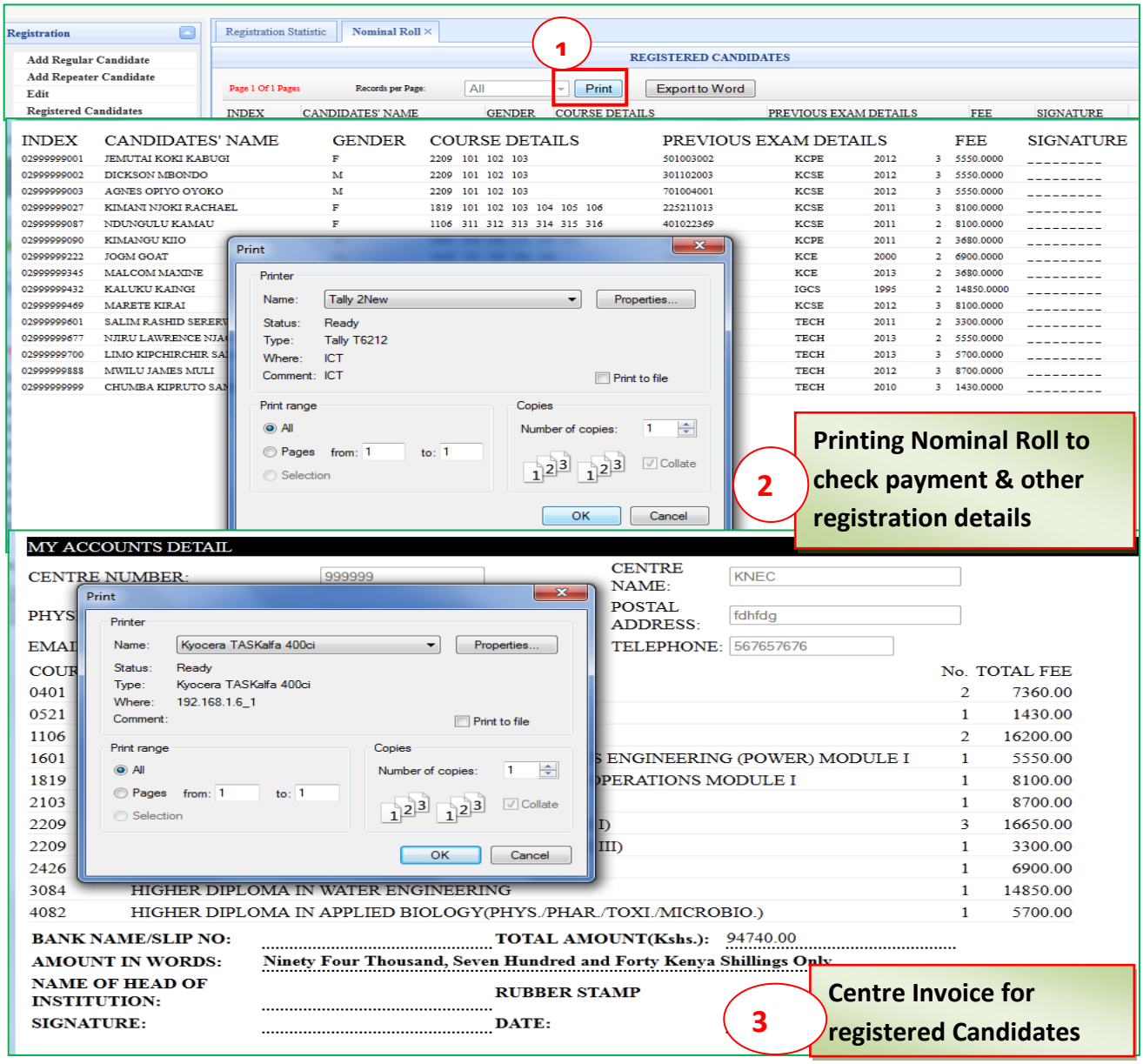

Figure 22: Printing Payment Invoice

Printing the Nominal Roll: - Click the Nominal Roll button to generate the Centre registration details and the amount payable by each candidate. Click the print button in **1** (one) above, select the printer and hence print the report. (See -**2** above)

Printing the Centre Fee bill: - Click the Centre Bill button to generate the amount payable for Centre. Print the report in **3** above.

3.0. COURSEWORK MARKS CAPTURING

The process of capturing course work marks is done after the registration period is over. During this session, the Grade Books are activated within the specified period to allow institutions to log in and input course work marks. Click the **GradeBooks** button **(1)** / Link to access the homepage for entering the Coursework and project marks.

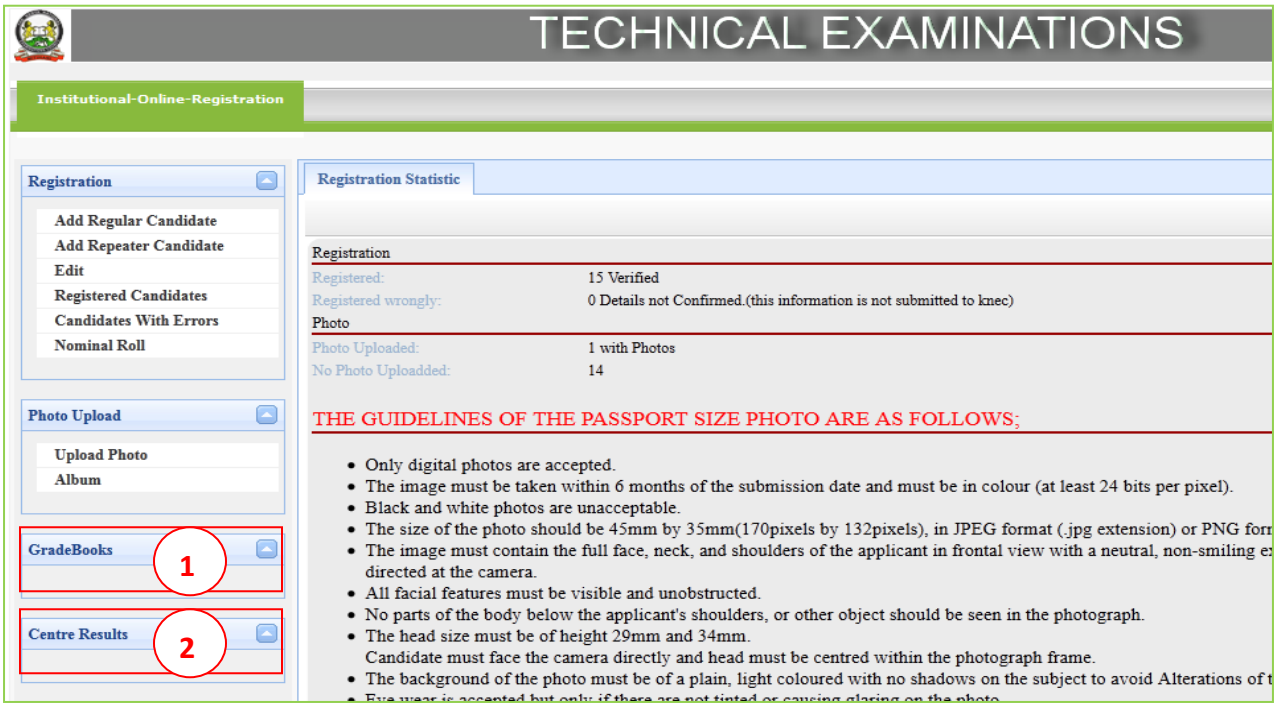
TECHNICAL EXAMINATIONS
Institutional-Online-Registration
Registration
Add Regular Candidate
Add Repeater Candidate
Edit
Registered Candidates
Candidates With Errors
Nominal Roll
Photo Upload
Upload Photo
Album
GradeBooks
1
Centre Results
2
Registration Statistic
Registration
Registered:
15 Verified
Registered wrongly:
0 Details not Confirmed.(this information is not submitted to knec)
Photo
Photo Uploaded:
1 with Photos
No Photo Uploadded:
14
THE GUIDELINES OF THE PASSPORT SIZE PHOTO ARE AS FOLLOWS;
Only digital photos are accepted.
The image must be taken within 6 months of the submission date and must be in colour (at least 24 bits per pixel).
Black and white photos are unacceptable.
The size of the photo should be 45mm by 35mm(170pixels by 132pixels), in JPEG format (.jpg extension) or PNG for
The image must contain the full face, neck, and shoulders of the applicant in frontal view with a neutral, non-smiling e
directed at the camera.
All facial features must be visible and unobstructed.
No parts of the body below the applicant's shoulders, or other object should be seen in the photograph.
The head size must be of height 29mm and 34mm.
Candidate must face the camera directly and head must be centred within the photograph frame.
The background of the photo must be of a plain, light coloured with no shadows on the subject to avoid Alterations of t

Figure 23: Grade books & Centre results Links

4.0. CENTRE RESULTS

The process of downloading and printing candidates and Centre results is done after the examination period is over. During this session, the Centre results button /Link is activated within the specified period to allow institutions to log in and print Centre results. Click the **Centre Results** button **(2)** / Link to access the homepage for generating, Downloading and printing candidates result slips.